

oMED Policy

TITLE **Policy for Using oMED (overseas electronic medical record)**

PURPOSE

This policy provides guidelines for accessing, creating and storing SBU medical data using oMED (overseas electronic medical record). Mental Health notes, detailed psychotherapy notes, ADAP, and family advocacy cases are not to be entered into oMED at this time. oMED policy is an evolving field and revised policy will be forthcoming. Please direct oMED policy questions to Medical Informatics Help Desk. The Help Desk will forward the question to the appropriate person.

BACKGROUND

oMED is a sensitive but unclassified (SBU), web-enabled, non-integrated suite of applications that make up the worldwide overseas electronic medical record (**EMR**). oMED consists of:

- a. SMITS Version 1,
- b. Medical Clearance Look-up,
- c. Limited History and Physical Look-up,
- d. SOAP Notes,
- e. Mental Health SOAP Notes and
- f. Scanned Images of previous medical clearance exams and medical documents generated outside of M/MED. Scanned images will be available later.

oMED replaces the Chronological 600 Record at post. The goal of oMED is to make SBU medical information and primary care visits available to M/MED's health care providers worldwide. The purpose of oMED is to have a single authority for Department of State medical records overseas. oMED is an initial solution to a fully integrated electronic medical record system overseas.

PROCEDURE

oMED will be hosted on M/MED's Intranet website. Authorized M/MED health care providers will be issued an account ID and password.

All primary care visits / Health Unit visits are to be documented using SOAP Notes within oMED. Mental Health SOAP Notes (designed especially for mental health visits) will be deployed later. Detailed psychotherapy notes **are not** to be documented in oMED. Policy will be issued regarding the use of Mental Health SOAP notes later.

ACCESS TO OMED

M/MED's authorized health care providers will have access to oMED. For example, the RMO, RMO/P, FSHP, RMT, LES/RN, LES/MD, and LES/RMT will have access to oMED. The HU administrator / secretary **will not** have access to this information. (LES=Locally Engaged Staff).

Post Medical Advisor (PMA) who is not compensated for advisory services will not be authorized to access oMED. "Posts who wish to have the PMA to provide patient care at the

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health unit should employ the PMA on a Personal Services Contract (PSC) and request the Regional Security Officer (RSO) to conduct a background check to certify the PMA for employment (3 FAM 1923.1).

RESPONSIBILITY

It is the responsibility of each authorized M/MED health care provider (American and LES) to document primacy care / Health Unit visits in oMED using SOAP Notes. It is the responsibility of each authorized user to understand and exercise proper IT Security, Privacy Act and HIPAA procedures.

Patient's Access to Medical Information:

The patient has a right to view their medical record under HIPPA requirements. If the patient wishes to review their medical record, the record should be made available. **Please actively facilitate the review of the medical record (paper and electronic) and chaperone the patient.**

Standard Operating Procedure for Patient's Review of their Medical Record:

- The patient submits a written request to view parts or all of their medical record. The request maybe submitted at the time of the review. A HU response to the requestor and a review of the medical record is to be completed within 14 days of the receipt of the request.
- The patient makes an appointment with a health care provider to review the paper and electronic medical record.
- A health care provider acts as an advocate in facilitating access to requested information and answering administrative and/or health related questions. Copies of the medical record are to be provided upon request.
- The health care provider also acts as a chaperone during the review of the medical record. The patient is not to be left alone with oMED or the paper medical record.
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- The health care provider documents the patient's review of oMED using SOAP notes.
- Upon written request, provide copies of the medical record to the patient.

Note: spouses cannot view the medical record of their spouse unless written permission is provided by the spouse in question.

HIPAA Privacy Notice

http://med.state.gov/common/hipaa/Notice_of_Privacy_Practices.pdf

DATE OF POLICY EVALUATION REVIEW:

TBD